



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



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NEWINGTON, CONNECTICUT 06131-7546

**ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORIES LISTED BELOW ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.**

TO: Prequalified Consultant Firms

Subject: **Request for Letters-of-Interest**

Prequalification Categories: Highway Design AND Traffic and Safety Engineering  
Task Order Engineering Support Services, Project Development Unit  
CSO Solicitation No. 2380

Your firm has been prequalified by the Connecticut Department of Transportation (Department) in the categories listed above for the 2021 calendar year. This assignment will fall under the Highway Design category for recent selection criteria.

The Department is seeking to engage one (1) consultant engineering firm to provide task order services to supplement the Department's in-house engineering staff and to provide the needed flexibility to respond rapidly to meet the demands of current and future programs.

The selected firm will primarily assist the Project Development Unit (PDU) however, they may be required to also assist the Division of Highway Design in other engineering tasks. The firm will be required to conduct a variety of different types and sizes of Needs and Deficiency assessments which can include such tasks as data collection of crash history, traffic volumes, traffic speed and existing geometric conditions, identify bicycle and pedestrian needs, perform drainage analyses, noise analyses, and traffic modelling, etc. The firm will also provide assistance with administrative tasks including process documentation and manual development. Discrete concept development assignments may also be required as needed.

The contract will be limited to three (3) years with an option to extend the term up to 5 years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new work will be negotiated upon expiration of the contract. The value of this contract is estimated to be \$5,000,000 and will be either lump sum or cost-plus fixed fee, depending on the specific assignment.

Please be advised that the selected firm will not be eligible to provide professional services, either as a prime consultant or sub-consultant, on the next phase of any project for which they provided concept development services under this assignment. Providing Needs and Deficiencies-type services is not intended to preclude eligibility for future phases. Any firms who are sub-consultants on this assignment may not be eligible for subsequent phases, depending on the scope of work performed. This will be evaluated on a case-by-case basis. This shall also include any break-out projects that occur from work performed under this assignment.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 3) and InRoads Suite V8i (SELECT series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual <https://portal.ct.gov/DOT/Engineering-Applications/CTDOT---CONNECT-DDE>

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firms will also be required to establish and/or maintain a Connecticut office for the duration of

assignment, with the project manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment. The office location of where the work will be performed, and the staff size of that office, should also be indicated within your submittal.

All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

If your firm would like to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [David.Mancini@ct.gov](mailto:David.Mancini@ct.gov) by 3:00 p.m. on or before January 6, 2022 and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2380.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3498 or at the email listed above. Firms who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time, date and format of their selection interview. A final selection is anticipated by March 31, 2021.

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 10%
- (2) Highway Design and related engineering Studies/Reports, including Needs and Deficiencies reports. Weighted scoring value = 20%
- (3) Concept Development and Alternatives Analyses. Weighted scoring value = 20%
- (4) Traffic Engineering and related studies, including data collection and analysis. Weighted scoring value = 20%
- (5) Drainage Design, Hydrologic, Hydraulic, & Floodway Analyses/Reports. Weighted scoring value = 15%
- (6) Process Documentation and Manual/Guidance Development = 5%
- (7) Familiarity with Department Standards, Policies and Procedures. Weighted value = 10%

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings.

- *Project Manager Licensed as a Professional Engineer in the State of CT*

You are advised that there is neither a Disadvantaged nor Small Business goal for this assignment. The prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Section 9-612(f), as amended by Public Act 21-76, any principal of a state contractor or prospective state contractor submitting a bid or proposal for a state contract are directed to the State Elections Enforcement Commission's [Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations](#). The

Notice is hereby made a part of this solicitation. Additionally, any principal of a state contractor or prospective state contractor is required to complete a [Campaign Contribution Certification](#) with its proposal.

Please note that Connecticut General Statutes Section 4-252, Section 4-252a, and Section 4a-81 were amended by Public Act 21-76 to no longer require the certifications and affidavits previously required from state contractors and prospective state contractors as part of the bidding, proposal or contracting process. Instead, the requirements for these above-referenced sections are described below.

**Notice of Representation Requirements of Connecticut General Statutes Section 4-252:** The official or employee of such state agency or quasi-public agency who is authorized to execute state contracts shall represent that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large state contract shall, upon execution of such contract, make the following representations in the resulting contract: (1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for state contracts or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (3) That the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

**Notice of Certification Requirements of Connecticut General Statutes Section 4-252a:** (a) For purposes of this section, "state agency" and "quasi-public agency" have the same meanings as provided in section 1-79, "large state contract" has the same meaning as provided in section 4-250 and "entity" means any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States, but excludes any United States subsidiary of a foreign corporation. (b) No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity unless such contract contains a certification that such entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

**Notice of Representation Requirements of Connecticut General Statutes Section 4a-81:** (b) (1) Each contract described in subsection (a) of this section shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. As used in this section, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 as of the date such contract is executed in accordance with the provisions of this section. (2) Such representation shall be sworn as true to the best knowledge and belief of the person signing

the contract and shall be subject to the penalties of false statement. (3) Such representation shall include the following information for each consulting agreement listed: The name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of two million dollars (\$2,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to add other assignments of a similar nature to this selection process should the need arise prior to the interview phase.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3498 or emailed to the address listed above.